

AN ADMINISTRATIVE ORDER
BY THE MAYOR

**AN ADMINISTRATIVE ORDER TO REEMPHASIZE AND TO
REINFORCE THE CITY'S RECORD RETENTION POLICY AND
PRACTICES**

WHEREAS, the records of the City of Atlanta are essential for the daily operation of all City services and programs; and

WHEREAS, these records provide the necessary information and primary evidence of the City's and citizens' legal rights and responsibilities and documentation that these responsibilities have or have not been fulfilled; and

WHEREAS, records include, but are not limited to, all documents, papers, letters, maps, books (except books in informally organized libraries), microfilm, magnetic tape, electronic documents, or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in performance of functions by any department; and

WHEREAS, the city invests considerable time in creating, receiving, copying, filing, retrieving, referencing, and storing documents; and

WHEREAS, it is within the City's best interest to properly maintain these records; and

WHEREAS, records management and retention is required by Georgia State Law , O.C.G.A. Section 50-18-99 and the Atlanta City Code, Section 2-1781 and destruction of records except according to an approved retention schedule is a misdemeanor pursuant to O.C.G.A. Section 50-18-102.

WHEREAS, by Administrative Order No. 2002-7 all departments were directed to comply fully and in a timely manner with Open Records Act requests as required by O.C.G.A 50-18-70 *et. seq.*

NOW, THEREFORE, BY THE POWER VESTED IN ME AS MAYOR OF THE CITY OF ATLANTA, pursuant to the City of Atlanta Charter, 1996 Ga. Laws p. 4469, *et. seq.*, APPENDIX IV, SECTION 4(3), it is hereby ordered as follows:

EFFECTIVE IMMEDIATELY:

Section 1: All departments and agencies are directed to establish and maintain an active and continuing program for the economical and effective

management of records, including, but not limited to a microfilm and retrieval system.

- Section 2:** All departments and agencies are directed to follow to the letter the rules of the Atlanta City Code, Section 2-1781, O.C.G.A. Section 50-18-90, the Records Management Program Manual regarding records management for the City, and the City's Standard Operating Procedures for Electronic Mail.
- Section 3:** No record will be disposed of except as authorized by an approved records retention schedule.
- Section 4:** All department and agency heads will establish necessary safeguards against the unauthorized removal, destruction or loss of records.
- Section 5:** Each department and agency shall designate a records officer who will work with the records management division in establishing and operating a city-wide records management program.
- Section 6:** All City of Atlanta records shall be comprised of the following two categories: functional and common files. Common files are similar records found in more than one agency such as : personnel files, budget, accounting files etc.. Functional files are documents that are accumulated as a result of performing an assigned mission or function of each department.
- Section 7:** For functional files, each records management officer shall be responsible for submitting applications for approval of a records retention schedule to the Records Management Division.
- Section 8:** After final approval is obtained for the records retention schedule, a copy of the approved schedule will be returned to the records management officer with implementation instructions.
- Section 9:** No records in the custody of a department shall be destroyed other than in conformance with an approved retention schedule.
- Section 10:** Department heads are expected to develop and implement internal operating procedures to effectuate approved policies.
- Section 11:** Department heads are expected to cooperate fully with their records management officer, and to follow all other rules and regulations as provided in Section 2-1785 of the City of Atlanta Code of Ordinances.
- Section 12:** The Commissioner of the Department of Administrative Services is charged with the implementation of this Administrative Order.

Section 13: Every City Department is required to cooperate fully with the Commissioner of the Department of Administrative Services in implementing this Administrative Order.

Section 14: Only the Mayor or her designee is authorized to approve any exceptions to this measure.

Section 15: This Administrative Order shall remain in effect until rescinded by the Mayor.

SO ORDERED, this 11th day of June 2002.

SHIRLEY FRANKLIN, MAYOR

ATTEST: RHONDA DAUPHIN JOHNSON
MUNICIPAL CLERK